

23RD ANNUAL LEAD MONTANA CONFERENCE CAREER SPECIALIST GUIDANCE

LOCATION: RADISSON, HELENA, MT DATE: OCTOBER 25, 2016
THEME: EMPOWERMENT



CONFERENCE PREPARATION:

- **Submit Registration:** Registration forms are due and competitive events materials need to be postmarked by *Friday, September 23rd*.
- **Make Hotel Reservations:** To receive the JMG discounted rate at the Radisson (formerly the Red Lion), make hotel reservations for the conference before the hotel deadline of **Saturday, September 24th**.
- **Business Casual Attire:** Make sure your students have appropriate business casual attire (*Definition from the Professional Standards document: Dress slacks or khakis. Sweaters, dress shirts, and/or polo shirts with dress shoes. Ties are not needed. **Skirts or dresses are not practical** for this activity based conference as there will be times when students are sitting on the floor. Denim jeans, t-shirts, shorts, hats or canvas shoes are not acceptable.*) Students will be actively moving around in the workshops and might be sitting on the floor at times, so please keep this in mind.
- **Permission Slips:** Please collect and bring signed parent permission slips and DLI Media Releases to LEAD. If you already gave your Program Manager to Media Release forms during your fall site visit, you do not need a second copy for LEAD.
- **Go over Tips for a Successful Conference with Your Students:** See accompanying guidance regarding how students can actively prepare to have a great LEAD experience.
- **Complete Pre-Conference Project:** See the accompanying guidance regarding helping students create a representation of their **3-D JMG Empowerment Toolkit: 2016 Chapter Project**.
- **Looking for ways to prepare students for LEAD? Check out these JMG Curriculum Resources:**
 - [5 Ways to Empower Students:](#) The Career Specialist as the most powerful resource
 - [B13L1ACT1](#) & [B13L1ACT2](#)- Interview Role Play and GNAP (first impressions!)
 - [C14L1 Lesson Plan](#) – Personal Appearance and [C14L2PP1](#) – Dress for Success Trivia Game
 - [C19L1 Lesson Plan](#) – Human Relations (covers politeness, civility, communicating with diverse people, adapting to people and situations, and hand shake protocols)
 - [D24L1 Lesson Plan](#) – Verbal Communication, [D24L2WS1](#) – Non Verbal Communication, and [D24L1PP1](#) – GNAP Power Point
 - [E26](#) and [E27](#) Lessons/Activities address being part of a team, leadership styles, and other skills that will be helpful during the morning training session
 - [E28L1ACT1](#) – May I introduce you? Practice for introductions at LEAD, both during training and the luncheon
 - [F32L1](#) – Self Esteem: Identify a self-value system and how it affects life.
 - [F37L1](#) Lesson Plan and the [F37L1PP1](#) Power Point address Etiquette as it relates to communication, formal dining situations, and more!

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ONCE AT THE HOTEL:

- **Hotel Check-in:** Turn off the long distance calling and movie rentals upon checking in.
- **Student Room Keys:** Get keys to your students' rooms – check on them periodically.
- **Hotel Grounds:** Students do not need to leave the hotel for any reason unless with you.
- **Keep Watch:** Assure that all students are in their rooms at night. If you hear doors opening, check!

DAY OF THE CONFERENCE:

- **Hotel Checkout Early:** Pack up and check out before the conference begins, or utilize the mid-morning break to quickly pack up and return to the group session.
- **Monitor Dress:** Make sure your students are dressed appropriately.
- **Nametags:** All students must wear their nametag.
- **Attendance:** Students must attend and stay in all sessions.
- **Career Specialist Participation:** Participate in the activities with the students. It sets a good example and helps to keep your students involved (and it will be fun for you, too!)